



Winterbourne Nursery and Infant School

Minutes of Quality of Education Committee (QoE)

Monday, 24 May 2021, 6pm via Zoom

Mr Graham Cluer (GC)	Co-opted, Vice Chair & Chair QoE Committee	Present
Ms Petra Wigzell-Jones (PWJ)	Acting Head Teacher	Present
Ms Cadian Oviawe (CO)	Parent Governor	Absent
Mr Paul Walker (PW)	Co-opted Governor	Present
Ms Nafeesa Sufyan (NS)	Parent Governor	Absent
Ms Gillian Curling (GiC)	Staff Governor	Apologies
Mrs Patricia Salami (PS)	Co-opted Governor	Present

In attendance:

Ms Mel Brown (MB), Clerk

Mr Edwin Alugbue (EA), School Business Manager

AGENDA ITEM	MINUTES	ACTION NO:
	<p>Welcome / Apologies for absence GC opened the meeting as Acting QoE Chair and welcomed the committee to the meeting at 18:01. Apologies were received from Gillian Curling. Nafeesa Sufyan and Canian Oviawe were absent without apologies.</p>	
	<p>Quorum The meeting was declared quorate with at least two governors and the headteacher present.</p>	
	<p>Declaration of interest No declarations of interest were received in relation to any agenda items.</p>	

	Minutes of the meeting – Wednesday, 10 February 2021 The minutes of the Committee Meeting held on Wednesday 10 February 2021 were agreed and approved as a true reflection of the meeting.	
	Matters Arising and Actions There were no updates; all items from the action plan have been completed.	

Quality of Teaching and Learning Report

PWJ referred Governors to the Quality of Education Report included in the meeting packet. Updates to the report were noted as follows:

A meeting is scheduled tomorrow with the English Hub to discuss transitions, including whether retraining will be required in accordance with the new teaching criteria for Phonics. PWJ to send update to the committee following the meeting. **(Action)**

1.

Assessments are currently under review. SEN will be removed from whole school data and reported separately. Targeted tracker will be utilized, with an increased focus on progress.

Summer 1 data is currently being analysed and shows significant progress in the Year 1 group following interventions. PWJ reported that over 50% of students have made accelerated progress in reading, writing and mathematics. More detailed information will be brought forward to the next meeting.

2.

(Action)

Q: What happens in the absence of actual formal sat in the key stage 1, is it just recorded internally in terms of what attainment level they get?

A: PWJ explained that it has always been teacher assessment in Year 2 and the SATS are fed into that. There is an understanding that the results will not be fully accurate. However, the aim is to use it as a teaching tool and benchmark to analyse where the gaps exist, and to develop targeted interventions throughout the summer term.

A collaborative project between the three schools is being planned for October to coincide with Black History Month. Opportunities to link it to COVID and the changes occurring in the community are also being explored.

Efforts at increasing parental engagement are ongoing. A multi-channel approach has been implemented to keep parents informed of school activities and updates. This includes a termly zoom meeting, updates published to the website, Twitter, and physical leaflets. Over 1000 leaflets were distributed in the local community last week to help increase pupil numbers.

PWJ reported that the parental survey was completed on 10 May 2021 and provided an overview of feedback received. PWJ shared the details of an in-person interview with a parent. The parent indicated that more needs to be done by the school to keep parents informed of changes in the school and expressed a preference for email updates rather than on the website. The parent also noted that interaction with teachers tended to lack warmth and professionalism and was often limited to disciplinary matters. PWJ mentioned that language barrier is often a factor in this. It was suggested that an introductory paragraph be added to the website in various languages present within the school community.

3.

(Action)

	<p>Self-Evaluation Framework, School Development Plan (including Ofsted Response)</p> <p>The SEF and SDP is currently being reviewed and will be adapted as outlined by Ofsted. A meeting is scheduled on Thursday with the MNA to update the SEF and get the priority points. Focus areas will include EAL, differentiation for all learners and parental engagement, among others. Once this process is completed, a draft copy will be sent to the committee in the weeks following for review.</p>	
	<p>SPRM Update</p> <p>The School Progress Review Meeting was held on 23 April 2021 and included a Governor in attendance. Governors were referred to the update report included in the meeting packet. Feedback was that the school is on the right track and continued to make good progress. A rating of Amber / Green was given.</p> <p>It was noted that there has been consistency in the feedback and benchmarks across the different groups, including the areas identified for improvement.</p>	
	<p>EYFS Reforms</p> <p>The revised EYFS framework will become statutory as of September 2021. There will also be two types of revised non-statutory guidance. The focus is on narrowing the gap, decreasing teacher workload, clearer reception year guidance and improving children’s communication skills.</p>	
	<p>Capability Policy</p> <p>Governors were referred to the capability policy included in the meeting packet. The Chair noted that it was an LA model procedure. It was noted that the dates on the first page would need to be updated. Subject to changing the dates, the policy was approved.</p>	
	<p>2021/22 Workplan</p> <p>An overview of the 2021/22 workplan was provided. The workplan was noted to be based on the capital maintenance plan.</p>	
	<p>Any Other Business</p> <p>PW provided an update on KS1 link meeting, noting that the meeting took place prior to the announcement and subsequent inspection by HMI on May 11th.</p>	
	<p>Review of Meeting</p> <p>Governors reflected on discussions pertaining to the Quality of Education Report and recent Ofsted visit. It was noted that there were detailed discussions on safeguarding and a renewed focus on engaging parents.</p>	

	Date of Next meeting(s): TBC	
	Part B Business There were no confidential matters of business.	
	The meeting closed at 7.30pm	

Signed: _____ Print Name: _____

Chair of Governors

Action Points

Outstanding Actions and Actions arising from Quality of Education Committee –
Monday, 25 May 2021

N	Action	By	Wh	Status
1	PWJ to send update following meeting with English Hub.	PWJ	ASAP	
2	Update on pupil premium data and interventions	PWJ	Next QoE mee	
3	PWJ to investigate adding an introductory paragraph to the website in various	PWJ	ASAP	
4	PWJ to investigate one-to-one sessions for the summer term.	PWJ	June	
5	PWJ and MB to liaise about potential dates for the 2021/22 meetings	PWJ/MB	June	